

Security Guard Series

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4210	Security Guard	13	069	6 mo.	12/15/93
4211	Security Guard Supervisor	13	069	6 mo.	12/15/93

Promotional Line: 237

Series Narrative

Employees in positions allocated to this series are involved in the performance or supervision of protective services work in guarding University owned or leased buildings and property; protecting equipment and materials; and controlling access to facilities by employees, visitors, and students.

Security Guards serve at fixed posts or patrol assigned areas on foot or by vehicle, and perform a variety of protective duties, such as enforcing pertinent administrative rules and regulations governing building or other facility access, and breaches in physical security controls (locks, fences, gates, or other barriers). Security Guards may control the movement of persons and protect lives and personal property in and around the property protected. At the higher level, they are responsible for the selection, training, supervision, and discipline of Security Guards.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Security Guard

4210

Employees in positions allocated to this level of the series perform guard duties in a variety of fixed posts and patrol assignments under the general supervision of a designated supervisor.

A Security Guard typically:

1. patrols offices, classrooms, or laboratory buildings to prevent theft or damage to property, equipment, tools, and supplies
2. patrols a prescribed area on an installation to check the status of locks, alarms, fences, gates, or other barriers
3. patrols installation perimeters to detect faulty fences and/or detection equipment, trespassing violations, and attempted thefts
4. controls personnel access by monitoring the identification of individuals entering controlled areas
5. refers persons who lack proper credentials to a control point to arrange access
6. performs related duties as assigned

Level II: Security Guard Supervisor **4211**

Employees in positions allocated to this level of the series are responsible for the selection, training, supervision, and discipline of Security Guards. They function under the direction of an assigned supervisor.

A Security Guard Supervisor typically:

1. interviews, selects, and orients new Security Guards
2. establishes work assignments and schedules of assigned Security Guards
3. plans and schedules in-service training for assigned Security Guards
4. develops, implements, and enforces standard operating procedures and policies for assigned staff
5. conducts periodic inspections to assure that assigned staff are performing in accordance with appropriate guidelines
6. maintains necessary operational records, reports, and budgets for security guard staff
7. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY:**Level I: Security Guard** **4210****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. high school graduation or equivalent
2. valid Illinois drivers license if essential to the position
3. no record of conviction of a felony, or of a crime involving moral turpitude

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to read basic operational procedures and prepare operational reports
2. ability to stand and/or walk for extended periods of time if essential to the position
3. ability to work outdoors during all seasons if essential to the position
4. normal vision and hearing (corrected)

Level II: Security Guard Supervisor **4211**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possesses credentials required for level I of this series that are essential to the position
2. one year of experience performing duties at, or comparable to, the next lower level in this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to effectively supervise
2. ability to prepare comprehensive operational reports